

INSTRUCTIONS FOR STATE/MUNICIPAL-SPONSORED RABIES VACCINATION CLINICS

The New Jersey Department of Health and Senior Services (DHSS) utilizes a county distribution system for rabies clinics through which municipal officials will obtain and return rabies clinic supplies. To ensure that this system continues to operate effectively, please adhere to these guidelines. If you have questions about these requirements or need information about the county distribution sites, please contact Ms. Linda Frese, DHSS, at (609) 588-3121.

IT IS THE RESPONSIBILITY OF MUNICIPALITIES TO:

1. Submit your order for clinic supplies to the DHSS AT LEAST 90 DAYS BEFORE your scheduled clinic(s) using the Notice of Intent, Rabies Vaccination Clinic request form (VPH-23).
2. Call your county distribution center at least one week before a clinic is to be held to ensure that supplies are available and to arrange a time for you to pick up supplies.
3. Vaccinate only healthy cats and dogs at clinics. Ferrets, rabbits, wolf-hybrids, and other animals should NOT be vaccinated at clinics. Follow the Policies and Guidelines for Animal Rabies Vaccination.
4. Check expiration dates on vaccine bottles. Use those with the earliest expiration dates first.
5. Draw up only a few (no more than 20) syringes at a time. Preloading large numbers of syringes results in significant wastage.
6. Promptly refrigerate all vaccine, including partially used bottles, left over from the clinic.
7. Dispose of used syringes as required by the Regulated Medical Waste (RMW) rules (NJAC 7:26-2A). This responsibility falls to the veterinarian, except when a clinic site is a registered generator of RMW. Questions on RMW disposal should be referred to the DHSS at (609) 588-3124.
8. RETURN ALL REMAINING VACCINE, SYRINGES, AND CERTIFICATE BOOKS WITHIN 5 DAYS TO YOUR COUNTY DISTRIBUTION CENTER. Provide the county distribution center with the number of dogs and cats vaccinated and any breakage or loss of supplies. Failure to return supplies and provide necessary information may jeopardize the holding of future clinics in your jurisdiction.
9. Complete and return the Rabies Vaccination Clinic Report (VPH-25) to the DHSS WITHIN 10 DAYS following the clinic. Adequate inventories of supplies cannot be maintained by the DHSS without this information.

THANK YOU FOR YOUR COOPERATION!